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11 July 1960

MEMORANDUM FOR: Chief, Records Management Staff
FROM: Records Officer, Medical Staff
SUBJECT: Records Control Schedule

The following recommendations contained in the Medical Staff's Records Control Schedule are submitted for your approval:

1. Payroll Staff:
 - a. Staff Subject File - Item #28Temporary. Retain for 2 years. Cut off at the end of each calendar year. Hold for one year, then destroy.
 - b. Payroll Log - Item #11Temporary. Destroy after 20 years. Transfer each year's accumulation to the records center at the end of the year.
2. Clinical Division:
 - a. Division Subject File - Item #17Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Hold for one year, then destroy.
 - b. Master Immunization Cards - Item #59Temporary. Destroy after 10 years. Screen file annually and retire to records Center 5 years after date of last shot. Center will hold for 5 years and destroy.
3. Operations Division:
 - a. Medical Support Tables - Item #69Temporary. Destroy after 2 years. Cut off at the end of each calendar year. Retain 2 years, then destroy.

Attached to [redacted] about
[redacted] and [redacted] dispositions.

Destruction periods are okay,
but retention periods indicated here are not
long enough to meet destruction

R.D.
7-19-60

SIPAT